

What Do Cc and Bcc Mean in an Outlook Mail Message?

Cc

Cc is shorthand for Carbon copy. If you add a recipient's name to this box in a Microsoft Outlook® mail message, a copy of the message is sent to that recipient, and the recipient's name is visible to other recipients of the message.

Bcc

Bcc is shorthand for Blind carbon copy. If you add a recipient's name to this box in a mail message, a copy of the message is sent to that recipient, and the recipient's name is not visible to other recipients of the message. If the **Bcc** box isn't visible when you create a new message, you can add it. On the **View** menu in the message, click **Bcc Field**.

Favorites or Bookmarks

Favorites are computer locations that you mark as a place you want to go to often – one of your favorite places. Most often, favorites are used on the Internet to mark web sites or web pages that you want to keep. Some programs call favorites “bookmarks”.

Bookmarks are a good description. Imagine that the Internet is a huge library containing many books (web sites) with many pages (web pages) – that are constantly updated. You can quickly return to the place where you left off or a place you want to return to by sticking a bookmark on the page. This is one of your favorite places.

How to Set Internet Explorer Home Page

For a search engine, you can use msn.com, yahoo.com, or excite.com. You can set your Home Page up to a webpage you use frequently by following these steps:

Open Internet Explorer

Pull up the Web site you would like as your opening page.

Across the top go to Tools, Options or Internet Options.

Under the General tab, it will say Home Page.

Click on the button that says “Use Current”

This will insert the address of the webpage you want Explorer to default to.
